Space & Missile System Center

Developing, Fielding, and Sustaining America's Aerospace

IMA Guidance for Commanders, Unit Reserve Coordinators and IMA Newcomers

SMC/CCR

Reserve Affairs Office

U.S. AIR FORCE

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Program Outline

- Program Outline
- IMA Guidance
- Glossary of Terms
- IMA Responsibilities
- Unit Reserve Coordinator Responsibilities
- IMA Assigned / Attached Rosters
- IMA Duty Status
- Air Reserve Order Writing Status (AROWS-R)
- Annual Tour (AT)
- AF Form 938
- In-Active Duty Training (IDT)
- AF Form 40a

Program Outline

- Military Personnel Appropriation (MPA) Tours
- Reserve Personnel Appropriation (RPA) Tours
- Contingencies
- Websites and Reference Tools
- IMA Participation Requirements
- IMA Management Folder
- Checklists
- Quiz
- Questions and CCV Staff

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IMA Guidance

- **AFI36-2629, Individual Mobilization Augmentee Management**
- **AFMAN36-8001, Reserve Personnel Participation and Training Procedures**
- AFI36-2406, Officer and Enlisted Evaluation Systems
- AFI36-2803, The Air Force Awards and Decorations Program
- **HQ ARPC Website – http://arpc.afrc.af.mil/ Individual Reserve Guide**
- **HQ AFPC Website – http://www.afpc.randolph.af.mil/Virtual Mpf**
- **HQ AFSPC – AFSPCCL90-5, Management of AFSPC Individual Mobilization Augmentees**

- AFI36-2619, Military Personnel Appropriation (MPA) Man-Day Program
- AFI 36-8002, Telecommuting Guidelines for Air Force Reservists and their Supervisors
- AFI36-2401, Correcting Officer and Enlisted Evaluation Reports

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Glossary of Terms

- **Assigned Unit – Unit where IMA performs Reserve Training Requirements and may be mobilized to**
- **Attached Unit – Unit where IMA performs IDT**
  - **Assigned & attached may or may not be the same**
- **AROWS-R - Air Force Reserve Order Writing System**
- **Annual Training (AT) - A period of active duty for training of 12 - 14 days each year, Ready Assignment Requirement**
- **Inactive Duty Training (IDT): Authorized training performed by a Reservist while not on EAD or an AD tour. The types of IDTs are Training Period (TP), Unit Training Assembly (UTA), and Equivalent Training (ET)**

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Glossary of Terms

- **Individual Mobilization Augmentee (IMA):** An Air Force Ready Reservist assigned to a specific position within the active force which he or she would assume upon mobilization
- **Military Personnel Appropriation (MPA) Manday Tours:** authorized to support short/long term needs of the Active Forces
- **Program Manager or MAJCOM:** Manages all Individual Reservists assigned. Its staff will inform you of any specialized requirements, provide career advice, and assist with all training problems
- **Reserve Pay Office (RPO):** Individual location where IMAs send paperwork for basic pay and incentives only

  - Dobbins ARB – One Stop Shop for travel voucher re-imbursements
- **Reserve Personnel Appropriation (RPA) Mandays tours:** Authorized to support short/long term needs of the Reserve Forces

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Glossary of Terms

- **Retention/Retirement (R/R) Year: The 12 consecutive months in which a Reservist in active status is required to earn 50 points (includes membership points) through participation in an accredited training program for credit as a satisfactory year. Members should know their exact R/R date, the date of entry or reentry into active Reserve status. The R/R date is the start date of the R/R year**

- **Satisfactory Year: A period of 12 months in which the member earns a minimum of 50 points through required training (including membership points) between the R/R date of 1 year and the R/R date of the following year (often referred to as a "good year"). A "good year" also refers to having earned the required number of paid points in the fiscal year for each category**

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IMA Responsibilities

- There are too many to mention
- Bottom Line
  - The IMA manages his/herself
  - Monitors their own personnel records, pay data, mobility readiness status, medical status, physical fitness, emergency record info
  - Balances their personal life, family obligations, civilian career and military career (not easy)
  - The IMA should live and breathe the HQ ARPC website. 99% of their career is posted here with numerous avenues to resolve questions and attend to career enhancement, policy enforcement, procedural guidance and administration
- URC must always stand ready to support the IMA
  - Provide direction, offer assistance, monitor requirements and insure completion of tasks; identify deficient areas
  - IMA must always maintain mission readiness capability

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Unit Reserve Coordinator (URC) Responsibilities

- Unit focal point for IMA issues at SPO/Division/ RA Office
- Appointed in writing by Unit CC
- Maintains coordination with Reserve Affairs Officer/personnel
- Develops and maintains IMA program continuity binder
- Monitors OPR/EPR/Awards & Decorations Processing
- Monitors IMA Participation Requirements
- Creates and manages IMA Management 6-part folders for IMAs
- Complies with Inspector General Checklist(s), located at www.e-publishing.af.mil/pubfiles/afspc/90/afspccl90-5/afspccl90-5.pdf
- Assists/authorizes IMA's participation paperwork, AF Form 40A, In-active Duty Training (IDT), AF Form 938 (AD), etc.
- Maintains open communication line between Supervisor and IMA

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IMA Rosters

- **Reviews and maintains roster for all assigned/attached IMAs**
  - **Personal data such as address, phone numbers, e-mail addresses, DOB**
  - **Duty information**
  - **Reserve specific data – R/R Date, Satisfactory Service Years**
  - **EPR/OPR Date – reporting official and projected report close out dates**
  - **Review for accuracy**
  - **IMA needs to review data at least annually**
  - **Notify URC and Reserve Affairs Office of changes (reporting official, address, etc.)**
  - **Coordinate roster inaccuracies with the Reserve Affairs office for correction**

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IMA Duty Status

- **IMA (5) TYPES OF DUTY STATUS**
  - **Mandatory Reserve Training (unless waivered)**
    - **(1) Annual Tour (AT) / active duty**
    - **(2) Inactive Duty (IDT)**
  - **Additional Duty**
    - **(3) Military Personnel Appropriation (MPA)/active duty**
    - **(4) Reserve Personnel Appropriation (RPA)/active duty**
    - **(5) Contingency/exercise/deployment (CED) orders/active duty**
- **May perform school tours for PME or military improvement**
  - **these are active duty tours normally approved by HQ ARPC**
- **Member may never be in two different status at the same time**

Air Reserve Order Writing System

- IMA Responsibility
- IMA requests Annual Tour orders thru web based orders system, called AROWS
- Located on ARPC Homepage
- Only accessible by IMAs and Program Managers
- AT tentatively scheduled on IMA Participation Worksheet and approved by supervisor or CC
- Orders requested 30 days prior or NLT 15 Apr each year
- IMA should include SMC/CCV, supervisor, & URC e-mail addresses on all transactions
- Will produce orders status messages

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Annual Tour (AT)

- **Annual Tour**
  - **- 12 to 14 days of Active Duty Training / 1 point per day**
  - **- Mandatory for a good year**
  - **- IMA prepares orders in AROWS (routed through MAJCOM)**
  - **- ARPC publishes orders in AROWS/AF Form 938**
  - **- IMA notified and prints orders from AROWS**
  - **- IMA completes AF Form 938 for pay; URC/supervisor or a member who had visibility of the IMA during the tour can certify the 938 for pay at end of tour**
  - **- IMA/Sup pre-certification authorized at beginning of tour**
  - **- IMA completes end of tour accomplishments on reverse side for evaluation report completion, etc.**

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AF Form 938

- Active duty order for either Annual Tour or mandays
- Specifically states how long member is on active duty & why
- Upon tour completion, IMA completes blocks 38- 41
- Supervisor completes blocks 42 – 45
- Orders can be “pre-certified” which means member will be paid prior to completion of tour
  - Write “Pre-Certified” in Remarks or on white space on AF FM 938 and initialed by URC or Supv and IMA
  - Only recommend this on a case-by-case basis
  - After tour is over, certification must still be completed

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AF Form 938

- IMA and supervisor must complete End of Tour Report on reverse side of orders (AF FM 938)
- AF Fm 938 with original signatures submitted to Reserve Pay Office (IMA's responsibility)
- Member receives copy
- Copy of completed AF Fm 938 (both front and back) is filed in IMA Management Folder
- Primary tool for writing performance reports
- Extremely important information - detailed as possible; may be accomplished on separate document - MS Word

NOTE: End of Tour information used to develop OPR/EPR Report and for Awards and Decorations preparation, etc.

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Inactive Duty (IDT)

- **Inactive Duty Training (IDT) Defined:**
  - **1 period = 4 hours = 1 point = 1 day of active duty**
    12 days = 24 periods = 24 points (2 periods per day)
  - **Mandatory for a good year; 24 IDT paid periods required**
  - **IMA prepares AF FM 40a (not an order); authoritative**

    document for duty and pay document combined
  - **Supervisor signs section III authorizing duty;**
    signed before IMA begins IDT tour of duty
  - **Supervisor and IMA certify AF FM 40a at end of tour**
  - **IMA may perform duty for points only - no pay; use AF**
    Fm 40a to certify this duty; check special blocks

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AF Form 40A

- **Record of Individual Inactive Duty Training**
  - **Authorizes IMA to perform duty**
  - **IMA completes Sections I & II prior to duty performance**
  - **More than one training date can be indicated, but must be within same month and fiscal year**
  - **Section III – Authorizes IMA to perform duty (prior to start of Inactive duty (IDT)**
  - **Section IV completed by IMA and Supervisor; verifies duty was performed**
  - **AF Form 40a authorizes IMA to use base dining facilities where/when available**

AF Form 40A

- Upon completion of duty/IDT (paid or unpaid) –member submits to his/her Reserve Pay Office
- One copy is maintained & filed in IMA Management Folder
- One copy is provided to IMA

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MPA (Active Duty)

- **Military Personnel Appropriation (MPA)**
  - **Active Duty Tour / earns 1 point per duty day**
  - **IMA completes and submits AF Fm 49 to Reserve**

    Affairs Office for CMAS allocation request approval
  - **IMA prepares AROWS request**
  - **AROWS process same here as for AT**
  - **Funded by active duty unit**
  - **IMA completes AF Fm 938 for pay**
  - **Supports units Wartime Effort (WE) and Peacetime**

    (PE) short/long term backfill/shortfall/deployment requirements

RPA (Active Duty)

- **Reserve Personnel Appropriation (RPA)**

  - Active Duty Tour / earns 1 point per duty day

  - IMA prepares AROWS request (AF Fm 938)

  - AROWS process same here as for AT

  - Funded by AFRC/ARPC

  - IMA completes AF Fm 938 for pay

  - Supports Air Force Reserve Command and Air

  Reserve Personnel Center (ARPC) Reserve

  requirements

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Contingencies (CED)

- **Contingency / Exercise / Deployment (CED) Orders**
  - **Active Duty Tour / earns 1 point per duty day**
  - **Air Force, AEF, AFRC directed MOBILIZATION**
  - **IMA mobilized for wartime contingency support**
  - **Member mobilized and destined to support AOR Theater commander requirements**
  - **Member meets same training and pre-deployment, deployment and post-deployment requirements as the active forces**

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Websites and Reference Tools

- HQ ARPC – http://arpc.afrc.af.mil/
- HQ AFPC - http://www.afpc.randolph.af.mil/
- DFAS - https://mypay.dfas.mil/mypay.aspx
- Dobbins ARB -http.afrc.af.mil/22AF/94AW/Missions_tenant.travel_.asp
- HQ SMC – http:www.losangeles.af.mil/SMC/CCV

- Individual Reserve Guide (Located ARPC Website)
- SMC Reserve Guide (Located SMC Reserve Website)
- AF Portal
- Air Force One Source

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IMA Participation Requirements

- **IMA Worksheet (ARPC Fm 59) used to forecast upcoming FY projected training**
- **Mandatory 50 points minimum per R/R and FY**
  - **AT plus IDT plus membership = 51 points**
  - **50 points within time frame = satisfactory year**
- **Reserve Component Physical Health Assessment (RCPHA) and Dental exam completed annually**
- **Warfit/Fitness completed annually**
- **Minimum time to complete for satisfactory year**
  - **all annual tour days and inactive duty time**

  (MPA/RPA will not credit a satisfactory year in lieu of AT/IDT; although waiverable, often not considered)

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IMA Participation Requirements

- **Retirement/Retention (R/R) year explained**

  - IMAs must earn 50 points each R/R year to be a remain in program

  - R/R Date is different for each IMA

  - Points should be completed within R/R Date and Fiscal year

  - Normally recommend IMA pick the biggest "window" with R/R and fiscal year to perform duty

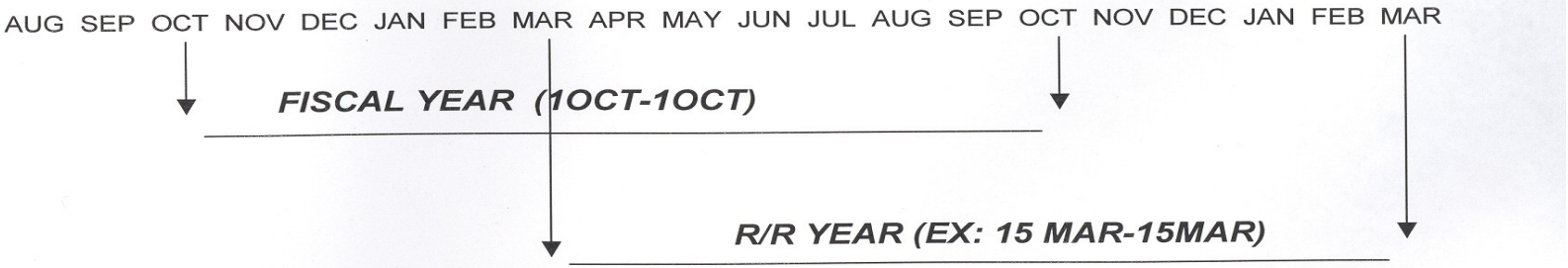
  - Ex. R/R Date is 6 Jun, so biggest "window" is 1 Oct to 5 Jun rather than 6 Jun to 30 Sep

FY vs R/R Chart

Reference: The Individual Reserve Guide at
http://arpc.afrc.af.mil

50 points minimum is a good year !

(51 points = (AT) 12 points + (IDT) 24 points + (member) 15 Points)



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IMA Participation Requirements

- IMA responsible to review VMpf for participation credited duty time (AT, IDT, etc.)
- Points earned by performing IDT, AT, Mandays, ECI courses
- IMA reviews AF 526, Point Credit Summary Report Status (PCARS) in Vmpf
- ECI Courses = # of points earned is determined by course length and is applicable to CDCs & PME
- Membership (Gratuity) Points = 15 points are automatic for Reserve affiliation

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IMA Participation Requirements

- **Additional points may be earned by performing special tour (mandays) for either training or mission support**

  (Note)

- **Man-days casually spoken of in days but equates to $$$$$$ and funds availability**

- **If IMA fails to satisfactorily complete AT/IDT - CC has two options**
  - **Waiver that year's participation**
  - **Request member be reassigned to inactive status for unsatisfactory participation**

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IMA Management Folder

- 6 Part Folder
- Maintains written participation documentation for each IMA
- Helps supervisor develop training plan
- Vital tool when preparing evaluation performance reports/decorations
- IMA may prepare end of tour report on separate document and maintain that in the folder
- Provides documented method of managing IMA as long as the record is kept current

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IMA Management Folder

- **Mandatory for all unit assigned/attached IMAs**

  Section I – Duty Description

  Section II – Assignment Orders & skill level info (AF Fm 2096)

  Section III – IMA Participation Worksheet

  Section IV – Copy of certified AF Form 40As, 938 and current PCARS summary

  Section V – Previous year's participation documentation

  Section VI – Checklists, training documentation, misc.

- **Strongly recommend IMA printout all records in VMPF and insert into Section V for each R/R year (VMPF continuous updates – R/R shows satisfactory years**

IMA QUIZ

- **What does IMA stand for?**

A. I M Alone

B. I M Assertive

C. I M Aggressive

D. Individual Mobilization Augmentee

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Questions ?

Your Turn !

Your SMC Reserve Affairs Staff

*Maj Gen David Frostman – Director
653-2019
Ms Linda Money – Reserve Affairs (RA) Advisor
653-2018
TSgt Kathleen Arrona – Deputy RA Officer
653-2017
Ms. Wanda Meyers - RA Management Analyst
653-2159
Mr. Clarence Mathis – RA Readiness Specialist
653-2253
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* Lt Col Thompson – RA Officer 653-2017
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